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PROJECT MANAGEMENT SPECIALIST – WASH Job Announcement No. AID - 013 -18

OPEN TO: All Interested Candidates

POSITION: Project Management Specialist – WASH

OPENING DATE: August 17, 2018

CLOSING DATE: September 14, 2018

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN-11 (ZMK 450,209.84 p.a. – ZMK 704,098.28 p.a.)

The United States Agency for International Development (USAID) in Zambia is seeking eligible and qualified applicants for the position of Project Management Specialist – WASH.

BASIC FUNCTION OF POSITION

The incumbent is a senior Zambian technical advisor and assistance manager on water supply, sanitation, and hygiene (WASH), and water resources management. As a member of the USAID/Zambia Economic Development Office's (EDEV) Feed the Future Team, the Project Management Specialist conducts analysis and ensures good knowledge management; identifies assistance needs; advises USAID management, implementers, and counterparts; designs programs; manages acquisition and assistance (e.g. awards and contracts); and represents USAID externally, including to the public, the private sector, NGOs, other USG agencies, and international organizations.

The Specialist's counterparts include governmental policy makers (e.g., Ministry of Water Development, Sanitation and Environmental Protection, Ministry of Agriculture, Ministry of Health, Ministry of Local Government, Ministry of National Planning and Development), water utility companies, and other technical experts. The incumbent focuses on the implementation of the U.S. Water Strategy and the USAID Water and Development Plan, which are derived from guidance within the Paul Simon Water for the World Act (2014).

MAJOR DUTIES AND RESPONSIBILITIES

A. Management of Water Program Assistance 50%

As assigned, the Project Management / Water Specialist serves as an Agreement Officer's Representative (AOR) or Contract Officer's Representative (COR), alternate in these roles, or as an Activity Manager for approximately \$5 million in annual water-related assistance and implementing agreements, including efforts that complement nutrition and sustainable resource management activities. The precise assignments for each year will be agreed upon with the supervisor in employee's annual Performance Plan. Under the USAID/Zambia's current strategy, EDEV's major agreements include Mawa WASH (implemented by Catholic Relief Services), and two activities in procurement which support the Zambian Government's Scaling Up Nutrition (SUN) program, which combines funding from maternal and child health, agriculture, nutrition, and WASH.

As an assistance manager, the Project Management Specialist consults with implementing partners, counterparts, and recipients, and reviews and approves long-term plans and objectives. S/he evaluates and approves annual implementation work plans and budgets, approves selection of key personnel, and approves travel and special events as needed.

The Project Management Specialist oversees implementation performance by reviewing and accepting reports, confirming the technical necessity and reasonableness of costs incurred, conducting site visits, and consulting with stakeholders. The Specialist ensures that implementers adhere to USAID regulations and to the terms of their agreements with USAID, advising EDEV's Feed the Future Division Chief and Office Director, as well the Mission's Award or Contract Officer in the Mission's Office of Acquisition and Assistance regarding problems and potential corrective actions.

The incumbent facilitates external audits and advises on responses to audit recommendations, and designs external evaluations and advises on conclusions for future USAID programs. S/he arranges for briefings and site visits as needed by high-level managers from the Mission, the Embassy, and Washington, D.C.

B. Support to EDEV Program Information Management and Reporting 25%

As a member of the EDEV team, the Project Management Specialist uses his/her skills in WASH and water resources management to contribute to the achievement of the overall goal for Zambia (Development Objective 2), "Rural Poverty Reduced in Targeted Areas." S/he will advise on Intermediate Results within this framework, and will define indicators, targets, and results, and assess data quality for reporting on water-related program results.

In collaboration with EDEV staff, s/he is responsible for knowledge management for water, sanitation, and hygiene topics, which includes: preserving and organizing relevant information and reports, arranging for consultancies on specific topics as needed, and identifying and participating in training on specific topics as needed. S/he will also track water budgets and conduct pipeline analyses. The Specialist drafts public information materials on activities and achievements, and contributes to overall EDEV and Mission reporting.

The Specialist collaborates with other staff of EDEV and in other USAID missions in Southern Africa to synergistically achieve broader regional goals, which are also supported by the Southern Africa Regional budget and the water budgets of other bilateral USAID missions. This includes leveraging/complementing funding streams such as climate change, Feed the Future, or biodiversity conservation.

C. Technical Leadership

25%

The Project Management Specialist serves as a technical advisor on WASH and water resources management. This includes advising the Mission on policies, incentives, laws and regulations, institutional design, capacity building, science and technology, professional education and training, and sector management relevant to water sector governance and financing, access to sanitation and hygiene behaviors, access to safe drinking water, and water resources management. S/he uses technical knowledge to support the Mission in conceptualizing and evaluating assistance programs, and shares lessons learned within the broader conservation and development community.

The Specialist serves as a liaison with other U.S. and Zambian government agencies, international authorities, and experts from the government, industry, academia, and civil society. This includes maintaining regular contact with supporting offices in USAID/Washington to keep abreast of Agency policy and technical advances, including linkages to nutrition, sustainable natural resources management, and social behavior change.

REQUIRED QUALIFICATIONS

A. Education: A master's degree in environmental management, water resources management, public health, or in a water-related specialty, such as nutrition, water sector program management, or natural resources management.

B. Prior Work Experience: A minimum of five years of progressively responsible experience in developing and implementing programs relating to water supply, sanitation, and hygiene, with a proven track record of key accomplishments. Expertise in the areas of sustainable rural water supply, basic sanitation improvement, hygiene promotion, water resources management, and nutrition, especially done in support of water and sanitation access improvements, sector policy reform, and program design is desirable. Demonstrated experience in strategic planning, policy formulation, providing technical leadership, and program management is required. Experience working with private sector engagement, and familiarity with water utilities and/or governance issues are a plus.

C. Post Entry Training: The incumbent will possess professional level technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's established policies, procedures and regulations that govern: 1) USAID-specific Contracting/Agreement Officer Representative (COR/AOR) responsibilities/duties; 2) USAID-specific activity management and procurement systems; and 3) USAID-sponsored training in Introduction to the Program Cycle (IPC) and Project and Activity Design Implementation (PADI). Organized formal training (both internal & external) determined to be in direct support of the position may be provided from time to time at the discretion of the supervisor.

D. Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (spread): English (level IV) fluency must possess wide vocabulary of development nomenclature.

E. Job Knowledge: Expert knowledge of water supply, sanitation, and hygiene (WASH) issues and development priorities in Zambia is required. Thorough knowledge is required concerning Zambia's WASH sector, including NGOs, government agencies, and business involvement. Comprehensive knowledge is required regarding Zambia's economics, politics, social and cultural characteristics (including customary land governance, cultural norms, etc.), institutions, leadership, and development history. Broader knowledge of WASH issues in Africa and in other regions of the world is a plus.

F. Skills and Abilities: Solid ability to plan, organize, manage, and evaluate projects, programs and activities is required. Ability to contribute to government policy and budget formulation. Competence, experience, and maturity in dealing with government officials and international organizations.

Ability to identify significant economic, political, and social trends and assess their importance and potential impacts on USAID development assistance objectives and projects. Must be able to work effectively in teams, both internally and in inter-agency working groups. Proven skills to work effectively in cross-cultural situations and in highly charged political environments.

Must be able to work independently with minimal supervision. Must possess Knowledge Management skills, specifically the ability to obtain, analyze, evaluate, organize and preserve, and present data in meaningful terms, including to the Zambian public. Ability to contribute to strategic communications efforts. Strong communications skills both verbally and in writing. Ability to follow through on USAID project management issues. Familiarity with USAID regulations and contracting procedures. Must be able to undertake field travel throughout Zambia. Must be proficient with online platforms, such as Google Drive, Mail, Docs, Slides, and Sheets, as well as Microsoft Office Suite.

POSITION ELEMENTS

A. Supervision Received: The Project Management Specialist is supervised by the Feed the Future Division Chief, who sets annual work plans. The Specialist works with considerable independence, resolving problems and determining appropriate approaches in consultation with the supervisor. Work is evaluated primarily in terms of accomplishments.

B. Supervision Exercised: None.

C. Available Guidelines: The incumbent is required to understand Mission and Agency specific policies and procedures that govern activity management in addition to USAID/Zambia administrative operating procedures, policies and formats. Verbal guidance from the immediate supervisor and specific detailed instructions will be given for carrying out unique assignments. The incumbent is required to be proactive in keeping abreast of evolving guidelines and policies that affect the activities of the Economic Development Office, including but not limited to the Automated Directives System (ADS), U.S. Global Water Strategy, USAID Water and Development Plan, Mission Orders and Mission Notices, General Agency Notices, USG procurement regulations, and public-private sector strategies.

D. Exercise of Judgment: In instances not clearly covered by written guidelines, the incumbent will use her/his personal judgment and initiative to devise innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent balanced judgment must be exercised in setting priorities. In addition, considerable judgment is required in working effectively with USAID/Zambia staff, coordinating multi-sectoral efforts in support of USAID/Zambia development objectives, and in collecting, analyzing and reporting on progress of activities and recommending project actions. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.

E. Authority to Make Commitments: The incumbent will have no independent authority to commit funds on behalf of the U.S. Government or USAID/Zambia.

F. Nature, Level, and Purpose of Contacts: The Project Management Specialist is required to work closely with the following: USAID/Zambia staff; USAID/Washington; other United States Government agencies; officials from the Zambian Government; other donor organizations; the private sector; non-governmental organizations; and community-based organizations.

The purpose of contact will be to: 1) influence, motivate, control or direct people or groups; 2) maintain open lines of communication in support of Foreign Assistance issues; 3) maintain regular communications regarding the timely management of activity functions and procedures; and 4) collect, obtain, and verify factual information pertaining to program/project planning and implementation.

The Project Management Specialist must be sensitive to host government and private sector issues and perspectives. Incumbent communicates with senior host government officials, such as Ministers, Deputy Ministers, Permanent Secretaries, and Directors. The incumbent also communicates with chief executive officers, corporate social responsibility officers, and other senior level private sector contacts.

The Project Management Specialist must be able to communicate effectively and accurately with: 1) all categories of Mission and Embassy employees; 2) host government officials at the Minister levels and lower; 3) business and community leaders at senior level; 4) numerous international and local organizations, donors, and other international organizations and other embassies; 5) the USAID-Washington based bureaus and the equivalent units in the State Department; and 6) the general public.

The incumbent is required to be able to prepare briefing documents, scene-setters, and technical, programmatic and fiscal reports. The incumbent must also be able to prepare correspondence, and documents in English in a professional and competent manner requiring little or no editorial changes.

G. Time Expected to Reach Full Performance Level: One year.

TERMS OF APPOINTMENT:

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

BENEFITS:

The position is classified at the Foreign Service National (FSN) Level II. The final salary of the successful candidate will be negotiated within that range, depending on qualifications and previous earnings history.

APPLYING:

Qualified candidates should send:

1. A formal application letter or cover letter;
2. A current Curriculum Vitae (CV);
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at <https://eforms.state.gov/Forms/ds174.pdf>); and
5. Contact information for at least three professional references.

SUBMIT ALL APPLICATION MATERIALS TO:

EXOZambiaHR@usaid.gov (E-mailed applications required.)

The email subject heading **must** read: **Application: Project Management Specialist – WASH, AID-013-18**

Only short listed candidates will be contacted.